

**Cayuga County Community College
Auburn, New York**

Minutes of the regular meeting of the Board of Trustees held Thursday, July 23, 2020 via Zoom and teleconference.

Present via Zoom: Ms. Marian Brown, Chair Excused: Hon. Charlie Ripley
 Dr. Linda Van Buskirk
 Mr. John Camardo
 Ms. Stephanie Hutchinson
 Mr. John Klink
 Mr. Tony Franceschelli

Dr. Brian M. Durant, President
 Dr. Ron Cantor, Vice President of Academic Affairs and Provost
 Jeff Rosenthal, Vice President of Student Affairs
 Tom Corcoran, Director of Human Resources
 Dr. Keiko Kimura, Asst. Vice President of Academic Affairs, Dean of Fulton Campus
 Dr. Cathy Dotterer, Dean of Students
 Pam Heleen, Executive Assistant to the President, Secretary to the Board
 Guy Cosentino, Exec. Director of Cayuga Community College Foundation
 Kelly Rocheleau, Auburn Citizen

Present via Teleconference: Eric Zizza, Pres. Faculty Association
 Theresa Rogalski, Co-President ESP
 Andrew Poole, Media and Public Relations Associate
 Lorelee Lardear, Typist, Fulton Welcome Desk
 Misty DiGaetano, Co-President ESP
 Rebecca Devendorf, Asst. Registrar, Co-President APG
 Jackie Caputa, Assistant Chief Financial Officer

Marian Brown called the meeting to order at 8:02 a.m.

1.0 COMMENTS FROM THE PUBLIC

None

2.0 CONSENT AGENDA

Ms. Brown presented the Consent Agenda which consisted of the June 25, 2020 Regular Board Meeting minutes, the signed review by the Finance & Audit Committee Chair of the June, 2020 (\$1,390,177.12), and Stipend Lists #18 and #19 totaling \$16,869.10.

Ms. Hutchinson made a motion to accept the consent agenda. Mr. Klink seconded the motion to accept the Consent Agenda which was carried following a unanimous voice vote.

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL

3.1 Finance & Audit Committee

Ms. Hutchinson reported that meeting notes were in the Board packet. She presented the following two (2) resolutions as motions to approve:

3.1.1 **JOB DESCRIPTION - ADMINISTRATIVE SERVICE GENERALIST**

RESOLVED, that the College adopt a job description for Administrative Services Generalist effective August 1, 2020. (Educational Support Professionals Group - Salary \$43,069)

Dr. Van Buskirk seconded the motion. Mr. Camardo asked why the job descriptions were needed and whether the positions would be filled. Dr. Durant noted that the Administrative Service Generalist position would not be filled right away, but would be sent to Civil Service for evaluation. We must continue our due diligence in the pursuit of the most effective and efficient use of all staff. The motion carried following a unanimous voice vote.

3.1.2 **JOB DESCRIPTION - DIRECTOR OF FACILITIES SERVICES AND PUBLIC SAFETY**

RESOLVED, that the College adopt a job description for Director of Facilities Services and Public Safety effective August 1, 2020. (Administrative Professional Group - Grade 8)

Mr. Franceschelli seconded the motion. Dr. Durant continued his response to Mr. Camardo's earlier question by noting that the need for this job description was driven by a reorganization and recent retirement and provides the right answer at this time. We will fill this position, provide the necessary leadership to this area of the College, and drive savings to the budget. The motion carried following a unanimous vote.

3.2 Governance & Planning Committee

- Dr. Van Buskirk reported that the Committee did not meet, instead she and Ms. Brown participated in the NYCCT forum on diversity. Another NYCCT forum will be conducted today with the Chief Diversity Officers of all community colleges. NYCCT and community college leadership will continue to work on these important issues.
 - Dr. Durant indicated that he is working with College leadership to conduct forums to hear where the conversation takes us for change, encouraging open conversation and free thought regardless of demographics. We will look for the right moments to take action.
 - Dr. Van Buskirk noted that we need to recognize our diversity in all our academic offerings.

4.0 REPORTS

4.1 President's Report

4.1.1 **President:** Dr. Durant provided the following highlights:

- We all have been focusing on the Fall re-opening plan.
- We have exceeded our 2019 - 2020 enrollment targets.
- Our conservative approach to 2020 - 2021 enrollment is still the right tactic.
- The new Faculty Association contract and 2020 - 2021 Operating Budget were unanimously supported at the Government Ops committee of the Cayuga County Legislature. Both will be forwarded to the full Legislature next week.
- We have begun to bring staff back with strict protocols for daily screening and cleaning. We acclimate to this new normal and identify areas for improvement as we bring more people and more services back to campus.

4.0 **REPORTS (CONTINUED)**

4.1 **President's Report (Continued)**

4.1.1 **President (Continued)**

- Our fall academic plan will be mostly online.
- We have suspended fall sports. We are hopeful that the NJCAA will allow spring sports and that perhaps fall sports can be offered in the spring. We will be making decisions in 30 - 60 - 90 day increments. Ms. Brown noted that Wells College suspended fall sports, but athletes will continue their training and academic support will continue. Dr. Durant stated that we still need to keep students engaged even when they are online.

4.1.2 **Provost and Vice-President for Academic Affairs:** Dr. Cantor's report was included in the packet.

- Our new Human Services program has been approved by SUNY for both campuses.
- We need to minimize the confusion that students may feel/face concerning the varying delivery modes for fall classes. Support will be provided for them, especially around the technology requirements
- We are beginning a comprehensive review of all academic programs, both qualitative and quantitative.
- Our faculty is fully invested in an evolving curriculum that strives to reflect all of humanity, exploring from many angles the stubborn inequities that have long been with us.

4.1.3 **Vice-President for Student Affairs:** Mr. Rosenthal's report was included in the packet. He highlighted the following information:

- We have exceeded 2019 - 2020 enrollment by 35 FTE. Thanks to everyone for their hard work.
- Everyone is working very hard to meet 2020 - 2021 FTE targets. At this point, we appear to be within range.
- Some four-year schools are seeing significant declines in deposits and registrations for new and returning students.
- Our protocols for employee return to campus are working.
- Screeners will be in place soon for returning students. Dr. Dotterer, Dr. Cantor, and Andrew Poole are working on a comprehensive communication plan. Students need to communicate with the College if they have technology needs so we can get them what they need to be successful.

4.1.4 **Acting Chief Financial Officer Report:** Marie Nellenback was excused. Dr. Durant indicated:

- Ms. Nellenback presented a budget update to the Finance & Audit Committee.
- In anticipation of the loss of state revenue, budget scenarios are in place. It is still projected that no fund balance will be used to balance the 2019 - 2020 budget.
- Plans are also being developed for the use of Institutional CARES Act funds.

4.1.5 **Human Resources Director Report:** Tom Corcoran's report was included in the packet.

- The student screener process is working well.
- We anticipate childcare problems if schools reopen in a virtual format. We will work each situation on a case-by-case basis. We will watch conditions closely.
- More than 30 states are now on the Governor's restricted travel list. We will communicate this to all employees.

4.1.6 **Student Trustee:** No report.

4.0 **REPORTS (CONTINUED)**

4.1 **President's Report (Continued)**

4.1.7 **CCC Foundation:** Mr. Cosentino reported:

- Dr. Durant met with the Foundation's Finance Committee to provide a College update and discuss the College's future capital needs.
- More than \$14,000 was raised for the COVID matching grant program.
- All in-person Foundation events, including Alumni trips have been cancelled.

5.0 **OLD BUSINESS**

5.1 **Nominating Committee Report**

Ms. Brown reported that the following slate of candidates has been put forward and will be voted on at the Board's annual meeting which occurs at the beginning of the August Board meeting:

Marian Brown	Chair
Linda Van Buskirk	Vice Chair
John Klink	Secretary

As we continue to wait for gubernatorial appointments, Ms. Brown requested that Trustees submit to her any suggestions for future Trustee candidates.

5.2 **2020 - 2021 Board and Committee Meeting Dates - Final Request for Comments**

Ms. Heleen requested that Trustees review the draft which was included in the Board packet for any possible conflicts and inform of any. A vote on the calendar of meetings will take place at the Board's Annual Meeting.

6.0 **NEW BUSINESS**

None

7.0 **COMMUNICATIONS**

None

8.0 **INFORMATION**

In the Board Packet

10.0 **ADJOURNMENT**

Ms. Brown moved to adjourn the regular meeting, seconded by Dr. Van Buskirk and carried by unanimous voice vote. The meeting adjourned at 8:47 a.m.

9.0 **EXECUTIVE SESSION**

At 8:47 a.m., Ms. Brown announced that the Board needed to adjourn into Executive Session to discuss personnel, real estate, and collective bargaining issues. The Board will take no action after Executive Session. The motion to adjourn into Executive Session was made by Dr. Van Buskirk, seconded by Mr. Klink, and carried following a unanimous voice vote. The Board returned from Executive Session at 9:17 a.m. following a motion by Mr. Klink, seconded by Mr. Camardo and carried following a unanimous voice vote.

Recorded & transcribed by:

Respectfully submitted:

Pamela Heleen
Secretary to the Board

John Klink
Secretary, Board of Trustees